

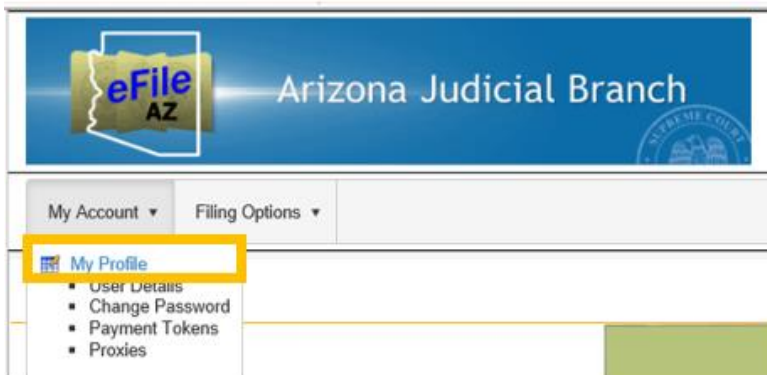
## How to Create a New Payment Token in eFileAZ

### Individuals or Unaffiliated Attorneys

1. Access the eFileAZ website ([www.efile.azcourts.gov](http://www.efile.azcourts.gov)) and log in.
2. Click on the *My Account* link from the top menu.



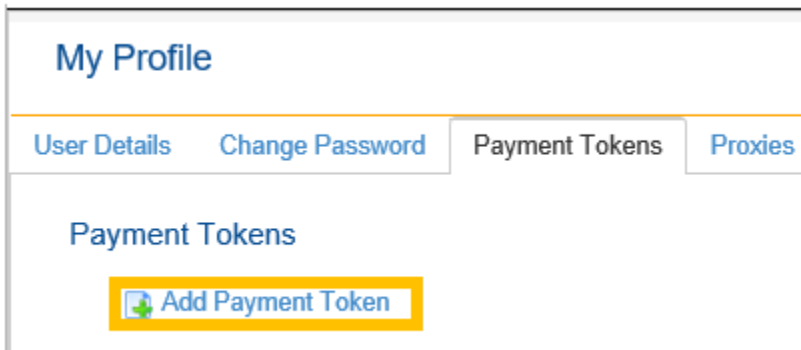
3. Click on the *My Profile* link in the drop-down.



4. Select the *Payment Tokens* tab.




5. Select [Add Payment Token](#).



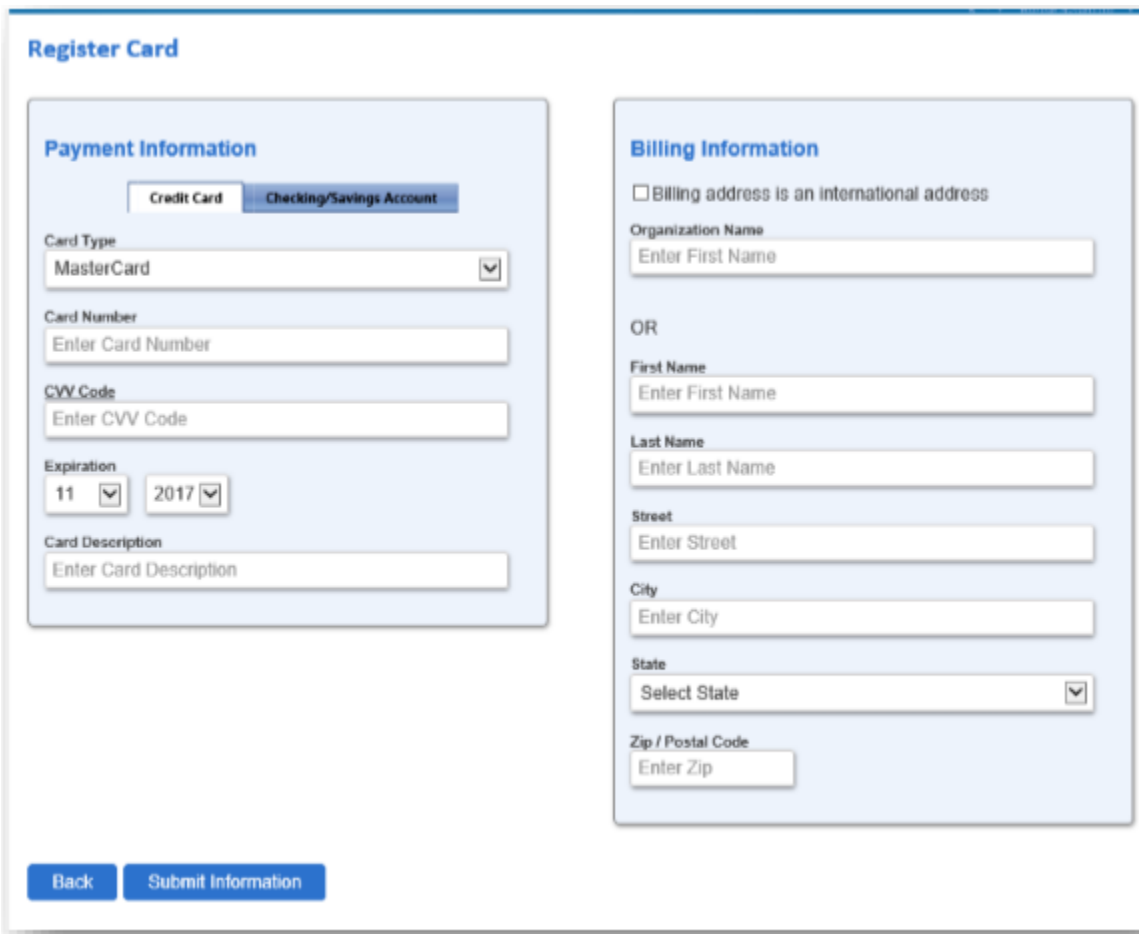
**My Profile**

User Details   Change Password   **Payment Tokens**   Proxies

**Payment Tokens**

 **Add Payment Token**

6. Complete all fields on the [Register Card](#) screen; Payment Information and Billing Information



**Register Card**

**Payment Information**

☐ Credit Card   ☒ Checking/Savings Account

Card Type  
MasterCard

Card Number  
Enter Card Number

CVV Code  
Enter CVV Code

Expiration  
11   2017

Card Description  
Enter Card Description

**Billing Information**

☐ Billing address is an international address

Organization Name  
Enter First Name

OR

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State  
Select State

Zip / Postal Code  
Enter Zip

**Back**   **Submit Information**

7. Click the Submit Information button when complete.




8. The new payment token will be displayed on the *Payment Tokens* tab.

## My Profile

User Details Change Password Payment Tokens Proxies Can Submit For

### Payment Tokens

 Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Billing Information
	Card	firm visa	visa *****1111 11 2021	Individual Filer 1501 W. Washington Phoenix AZ 85007

9. The saved payment method will appear in the nCourt payment page when submitting an efiling. Select the Saved Payment tab in 'Payment Information' section. Select the payment token created from the drop-down.

A screenshot of the 'Payment Information' section. At the top, there are three tabs: 'Credit Card', 'Checking/Savings Account', and 'Saved Payment'. The 'Saved Payment' tab is highlighted with a yellow box. Below the tabs, the text 'To pay with credit card or bank account, select below:' is displayed. Underneath, there is a section titled 'Saved Card / Account' containing a dropdown menu. The dropdown menu is open, showing 'Select One...' at the top and 'Card - Firm Visa - 1111' as the selected option, which is also highlighted with a yellow box.

For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or at [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov).